

OSD Update

00-41A

TO: Chief Financial Officers, Department Heads, and Political Subdivisions

FROM: Paul Guerino, State Surplus Property Coordinator

DATE: February 12, 2002

RE: Extension of Statewide Contract for Scrap Tire Disposal Services

The Operational Services Division, State Surplus Property Office is pleased to announce the establishment of a Statewide Contract for the removal of scrap tires and tire shreds.

Contract Duration

This is a twelve (12) month contract from March 1, 2002, to February 28, 2003, with two (2) additional options to renew at twelve (12) months each.

Eligible Users

All agencies of the Commonwealth, including all constitutional offices, the legislature, and the judiciary; cities, towns, municipalities, counties and other political subdivision of the Commonwealth, including schools, and other service districts; authorities, commissions, institutions of higher education, and quasi-public agencies, and not for profit entities currently contracting with the Commonwealth to provide human and social services; and other eligible entities designated in writing by the State Purchasing Agent my purchase form any contract(s) as a result of the RFR.

Contract Administrator

Paul Guerino, State Surplus Property Coordinator
Operational Services Division
State Surplus Property Office
One Ashburton Place, Room 1017
Boston, MA 02108-1552
Tel: 617-720-3146
Fax: 617-727-4527

Tire Removal by Contractor

- The contractor will remove, pack, make ready for shipment, and incur all freight costs with the transport of all tires (with or without rims) and tire shreds from each holding location.
- Removal of tires and tire shreds will only take place from 8:00 a.m. to 3:30 p.m. Monday through Friday. No removal of tires will be allowed on weekends, Federal or State holidays except for emergencies or at the request of the customer.
- When a sufficient amount of tires and tire shreds have accumulated, the contractor will be notified and be requested to remove all scrap tires from said location. Response time will not exceed two weeks from when the agency contacts the contractor.
- Contractor will be responsible for loading and transporting all tires and tire shreds from each location.
- It is the responsibility of the contractor to provide all necessary and proper safety devices and equipment for all work and preparation, and to provide all personnel with all necessary safety instructions. The contractor shall be solely responsible for any loss, claims, or damages arising out of the removal or transportation of the tires from the site. The contractor further agrees to indemnify and hold harmless the Commonwealth against any and all losses, claims, or damages arising from the removal and transport of any tires, or any other actions arising out of this transaction.
- The transport of all tires and tire shreds must be done by vehicles that have passed all Massachusetts inspection regulations. Vehicles that will be used must be appropriate for the transport of tires. The contractor will not be allowed to exceed the maximum load capacity of their vehicles. In order to avoid road mishaps, the contractor will not be allowed to remove the tires off the holding site unless all tires are secured and covered. Contractor will not be allowed to transport tires in open bed vehicles.
- It is the responsibility of the contractor to obtain all necessary permits and licenses before engaging in the above work.
- Contractor will be required to take all tires and tire shreds in the pile. Each pile may consist of tires that are mounted or not mounted as well as tire shreds. Contractor will not be allowed to remove the tires that look desirable and leave the remainder. Once the contractor removes tires from the site, the contractor will be held to the prices on this contract.
- On the day of removal, a representative from the agency will have the option of accompanying the contractor to the nearest weight station for a determination of the weight of the tires. If an agency representative is present when the tires are weighed, the agency representative and the contractor will sign the weight slip agreeing to the weight of the tires. All charges for scale usage will be paid by the contractor.
- The agency representative will obtain a copy of the weight slip and submit the weight slip to their business department. The contractor will also submit a copy of the weight slip along with an invoice for the work completed to the agency's business office. The contractor will also be required to provide the agency with a Bill of Lading or equivalent document to

confirm where the scrap tires were removed and where they were disposed. Invoices shall be written on the contractor's letterhead and shall show the date of work, and work location. The contractor shall submit invoices for work completed to the agency within seven (7) days from removal of tires.

Delivery of Scrap Tires by Agency to Contractor

- In the event a State agency or municipality wishes to deliver their scrap tires to the contractor, the agency will be responsible for the preparation of the weight slip and bill of lading so that the tires can be accepted by the contractor.
- It is also advised that a department contact the contractor prior to delivering scrap tires to the contractor's recycling facility.

Contract and Vendor Information

Contract # ST0J39S **Expiration Date:** February 28, 2003

Vendor Code: 042675224 0008

Vendor Name: J. P. Routhier & Sons, Inc.

Business Address: 256 Ayer Road
Littleton, MA 01460-1010

Recycling Address: Willow Road
Ayer, MA

Phone: (978) 772-4251 Fax: (978) 772-5528

Price Breakdown

Unit Price if Contractor Removes Tires from Facility	Unit Price if Agency Delivers Tires to Contractor
\$ 200 net ton	\$ 160 net ton

Net Ton = 2000 pounds.